



**COUNTY OF ALPINE**  
**Community Development**

**Brian Peters, Director**

April 4, 2016

Re: Request for Bids  
Janitorial & Recycling Services  
County of Alpine

Dear Service Provider:

Alpine County Community Development Department is seeking bids from California licensed and insured providers to enter into a contract for Janitorial and Recycle Services. Per the attached Scope of Work, the bid sheet shall indicate a monthly lump sum amount for Janitorial services and a separate monthly lump sum amount for Recycle services.

Bids will be received by the Alpine County Community Development Department, located at 50 Diamond Valley Road, Markleeville, California 96120, through April 18, 2016 at 2:00 p.m. Bids may be received by mail, fax, e-mail or personal delivery.

A handwritten signature in blue ink, appearing to be "B. Peters", is written over a horizontal line.

Brian Peters, Director of Community Development

If you require additional information please contact:

Debbie Burkett  
Community Development Department  
E-mail: [dburkett@alpinecountyca.gov](mailto:dburkett@alpinecountyca.gov)  
Phone: 530-694-2140  
Fax: 530-694-2149

## **JANITORIAL/RECYCLE SERVICE CONTRACT**

### **SCOPE OF WORK**

#### **Scope of Work:**

The following janitorial and recycling services will be performed per the schedule below at the following locations: Administration/Sheriff, Library, Markleeville Community Park, DA's Office, Turtle Rock Park Community Center, Markleeville Fire Department, Woodford's Fire Department, Museum, Health & Human Services and Community Development.

#### Two (2) Times per Week (every visit)

Trash cans emptied, horizontal surfaces wiped down and buffed, vertical surfaces wiped down and buffed, glass surfaces cleaned and void of streaks, all carpeted floors vacuumed, high dusting of cobwebs, dusting of picture frames, carpet spot cleaning, supplies restocked, all non-carpeted floors and chair mats mopped, lavatories cleaned and sterilized, quad disinfectant, lavatories, commercial kitchen, all stainless steel surfaces cleaned and sterilized, staff kitchens, sinks, stoves, microwaves and counters cleaned.

#### One (1) Time per Week

Dusting of all window blinds, wipe clean and sanitize all light switches, telephones and door knobs, empty recycle containers and deposit material at Woodford's Recycle Center. Empty additional recycle containers located at: Markleeville Drinking Fountain, Woodfords Station and Chamber of Commerce.

#### One (1) Time per Month

Clean under sink cabinets, clean light fixtures, with hose attachment vacuum out all corners, crevasses and tops of baseboards, take supplies inventory, deliver recyclables to South Tahoe Refuse Company in South Lake Tahoe, CA (vehicle to haul recyclables to be provided by County), clean up and maintain Woodford's Recycle Center as needed.

#### Quarterly

Carpet extraction/bonet, strip and wax floors (except Turtle Rock Park Community Center floor)

#### Bi-annually

Window cleaning in/out, wash blinds/window coverings

#### Annually

Clean janitor closets, clean and oil baseboards. Monitor and empty as needed recycling container during Death Ride Event at Turtle Rock Park.

**Reimbursements:**

PROVIDER shall not receive any reimbursement for any expenses incurred as a result of performing this work. PROVIDER shall supply all cleaning supplies and tools, COUNTY shall supply all paper products for stocking of restrooms and kitchens.

**BID AMOUNTS**

JANITORIAL PER MONTH: \_\_\_\_\_

(\$\_\_\_\_\_).

RECYCLE SERVICES PER MONTH: \_\_\_\_\_

(\$\_\_\_\_\_).